



Landscape Architect

Elmhurst Park District

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Closing Date:
Salary: \$75,000-\$80,000/year DOE

Description:

PLEASE APPLY AT: <https://elmhurstpark.bamboohr.com/careers/244>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, having fun, and fostering belonging! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting **full-time** job opportunity as **LANDSCAPE ARCHITECT!**

WHY JOIN US: The Elmhurst Park District is currently implementing multiple referendum projects totaling \$89 million dollars. The exciting projects include replacing the Wagner Community Center; building a community bandshell at Wilder Park; adding permanent, heated restrooms at four parks; and converting a grass field to artificial turf at Berens Park. We are seeking a dynamic individual to join the Parks Department team and help Elevate Elmhurst Parks through both referendum projects and a diverse capital improvement plan.

WHAT YOU'LL DO: The Landscape Architect is responsible for the planning, designing, developing, maintaining, and renovating of grounds, structures, and facilities. Responsibilities include but are not limited to:

- Interpret, design and prepare concept plans for park development
- Design play structures and playground layouts
- Conduct field survey & research, site analysis, measurements and cost estimates
- Prepare presentation drawings, graphics, and sketches
- Calculate areas and quantities, draft construction details, working drawings and specifications
- Prepare bid documents and supervise bidding process for projects and services
- Manage contractors on construction projects
- Maintain records and files relating to all aspects of planning and design functions
- Assist with development and implementation of short and long-range plans for the department and assist with district-wide long range planning
- Solicit, hire and manage engineers and surveyors

WHAT YOU'LL BRING:

- Bachelor's degree in Landscape Architecture or related field with 5 years experience in park planning, playground design and renovation, and general recreation needs
- State of Illinois license in Landscape Architecture or ability to obtain after hiring
- Proficiency with CAD and GIS
- Certified Playground Safety Inspector or ability to obtain after hiring
- Experience with public speaking and hosting community input meetings

WHEN YOU'LL WORK:

- M-F 8:00 AM to 4:30 PM, additional hours required for project management and public meetings
- There is some flexibility shift schedules and start times

WHAT YOU'LL GET:

- For internal equity and budgetary considerations, the anticipated starting range for this position is set at \$75,000 - \$80,000/year.
- This position falls under Pay Grade 5 with a pay range of \$58,656 - \$82,123/year.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)